

Electronic Transcript System

https://my.triand.com

Sarah Cox, ADE APSCN Division Manager

Data Quality & Management



Triand Overview

Triand is a user friendly way to transfer student transcripts between schools, districts, and colleges.

Triand functions best in the most up-to-date version of a web browser. Be sure the browser you are using is the most recent version to ensure proper functionality.

Public schools in Arkansas are to use the electronic transcript system pursuant to *Ark. Code Ann. § 6-80-107*. When a student transfers from a public school in Arkansas and enrolls into a new school, the school where the student was previously enrolled will be sent an e-mail notifying that school that the student has transferred. The school "losing" the student must remove the student from its active enrollment roster with an effective date no later than the day following the date of the e-mail.

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User Accounts

Triand connects to both FMS and the eSchoolPLUS nightly. Any staff member entered in either FMS or the staff catalog in eSchoolPLUS will pull into Triand in order for state IDs to populate and be pushed back to the appropriate system for state reporting.

If a valid school issued email address is listed in either location for the user, the user account generates automatically in the Triand system. If the email address is not listed, the staff member only exists for state ID purposes.



Triand will send an email to the email address tied to the user account with a link that **must be clicked** to activate your account. You will not be able to view student

data until your account is activated.

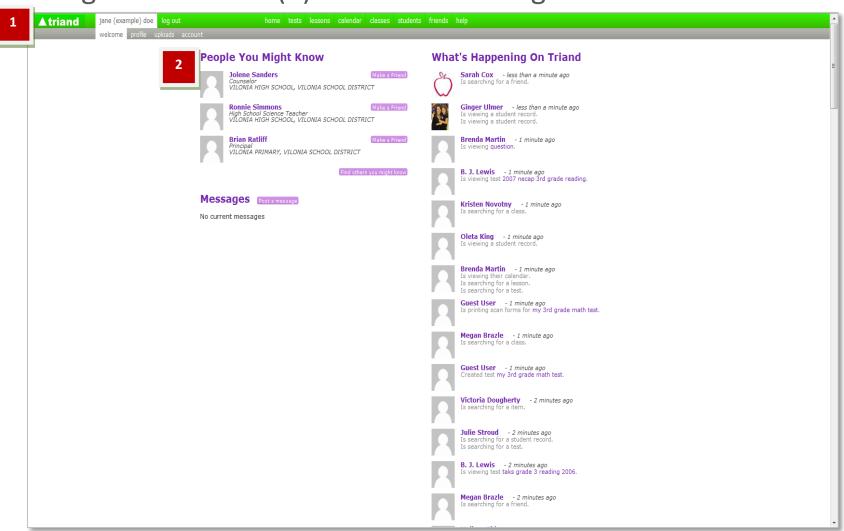
Triand Sign Up	
Hello Jane (example)	
You recently registered for Triand.	
To complete your registration, follow this link, activate my	account.
Visit our help pages if you have any questions.	
Thanks, The Triand Team	

log in	home	free trial	plans & pricing	help	
				Email	
				Password	
				Forgot your password? Need to sign up?	
				Particular Control of	
				Log in	
_	_				
			Enter you	ır email, we will send you a link to reset your passw	ord.
		Email			
			L		
			Need to sig	n up?	
			Docot	Danaword	
			Reset	Password	

Once you have activated your account, ask your Triand Account Owner to give you the proper access for your role, if they have not already done so.



Upon logging into Triand, you will notice that the interface is divided into two sections – (1) the navigation bar and (2) the main working area.





Setting Up Your Profile

Triand identifies who you are by your profile. It is important that your profile is set up correctly to ensure your access is established properly.

When you log in to Triand, click on your name in the menu to access the gray submenu. Click on "profile" on the gray submenu.





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Some of your profile information has been completed, based on information entered when the account was created, but you can provide more information or make any necessary corrections here.

1. You can make additions or undates to your



After all changes are made, click the "Save" button to save your information.

- 1. You can make additions or updates to your first, middle & last names.
- 2. Ensure that your email address, district and school names are correct.

 Enter your job title in the appropriate field.

 To complete the District and School information, type only the first few letters of the name. Triand will generate a list for you to choose from (the LEA number will appear for districts with same names).
- 3. Triand allows you to upload any JPG, GIF, or PNG file if you wish to include a profile picture.
- 4. If you have a State-ID number, this will be populated for you after the nightly connection to eSchoolPLUS/FMS.

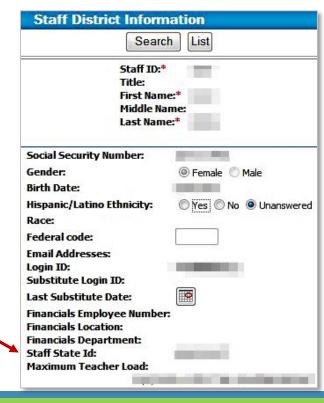


Staff State ID Numbers

Triand populates staff state ID numbers and pushes those numbers back into eSchoolPLUS and FMS with nightly connections. In order for a state ID number to generate, the following identifiable information must be entered

in the staff catalog in eSchoolPLUS or FMS:

- First Name
- Last Name
- DOB
- SSN





Viewing Student Records & Requesting Transcripts

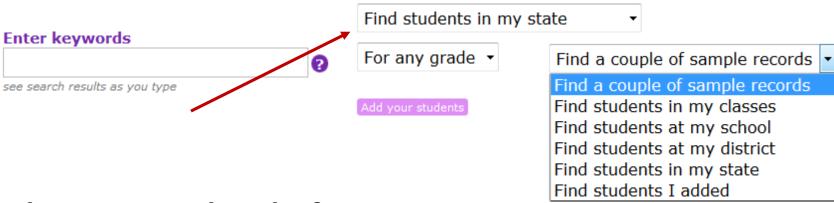
To view/request a record for a student, click "students" in the Navigation menu.



With appropriate access:

- Teachers will be able to view records for their own students. (Teacher email addresses must be entered into the staff catalog in eSchoolPLUS in order to view their student records.)
- School Administrators will be able to view records for their school.
- District Administrators will be able to view records for their district.
- Counselors, Registrars and Triand Account Owners will be able to view records for students all over the state.





Choose your level of access.

Options are:

- Students in my classes used by teachers
- Students in my school used by school level positions
- Students in my district used by district level positions
- Students in my state used by counselors, registrars and anyone else with statewide access.

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(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)



Use the search box to search for the student. You can search by name, state ID, district and/or school name. The example above uses a combination of the student name and school name. When the student appears, click on his or her name.

The font color will allow you to determine if the student is active in a specified district. **Black** or **bold** indicate active students. **Gray** shows the student is inactive.

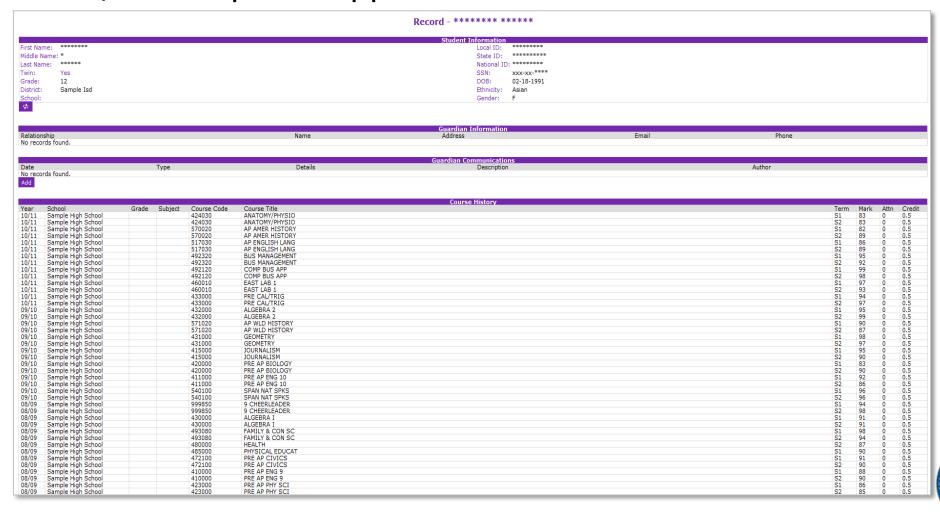
TIP:

To find only active students key "#enrolled:Y" in the search box.



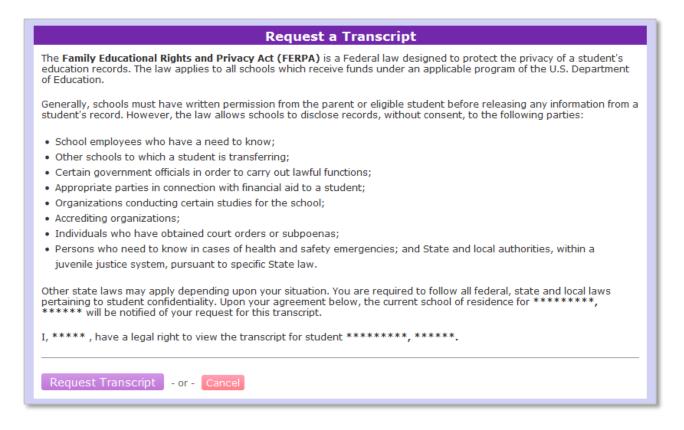


If this student is a student in your current location, the student record/transcript will appear.





If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.

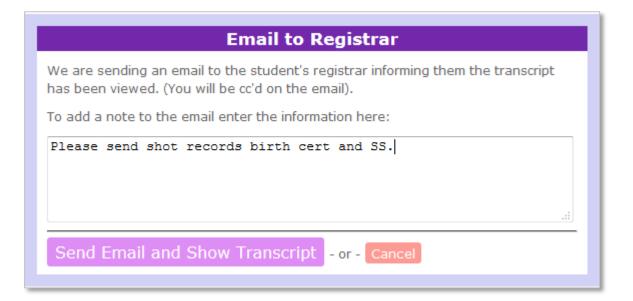






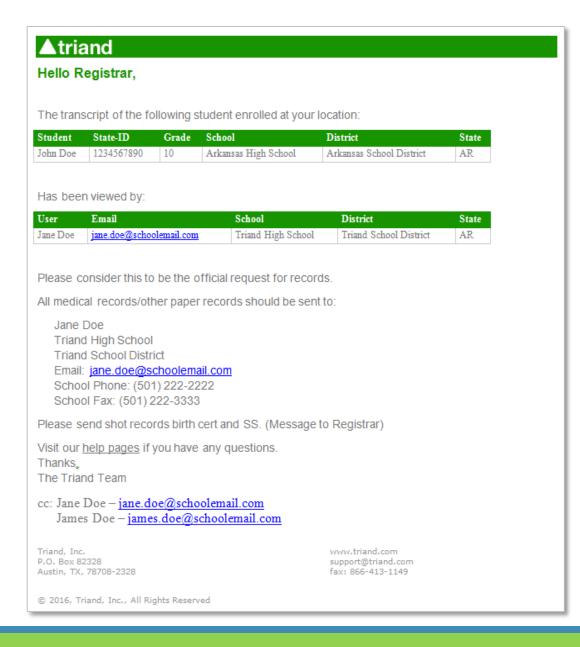
If you intend to officially request the transcript, click "Request Transcript" and an "Email to Registrar" box will appear

Request Transcript





You can add a note to be included with the transcript request email. Click "Send Email and **Show Transcript**", the transcript will appear, and email notification will be sent to the losing district:





IMPORTANT:

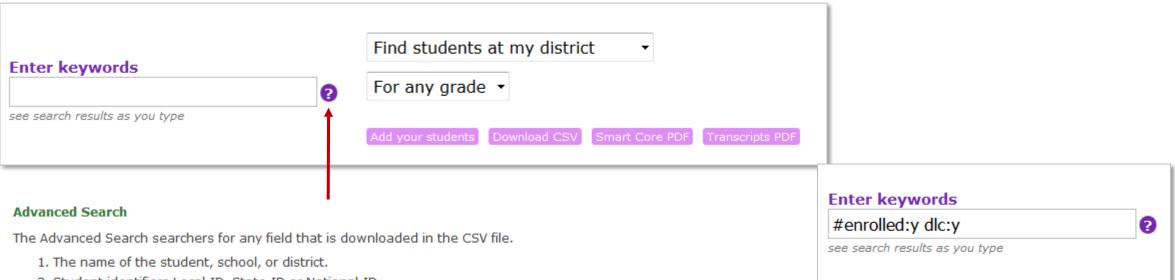
This serves as the official transcript request. Once a user chooses to "Request Transcript", email notification is sent to the school where the student is currently enrolled. This email serves as notification that a transcript has been viewed, so the school can begin drop procedures for the student.

If you do not wish to make the official transcript request, click the "Cancel" option.

Cancel



Advanced Search



- 2. Student identifiers Local-ID, State-ID or National-ID.
- 3. Student date of birth or last four of student's SSN.
- 4. Any SSN that begins with a '9' (which indicates that the number is NOT an SSN, but a random number assigned by the district).
- 5. Student demographics and programs (see list below).
- 6. Student grade.
- 7. Student enrolled status and enrollment date.
- 8. Student graduation status and graduation date.

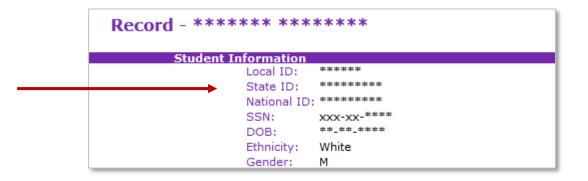
Start the search with a '#'.



Student State ID Numbers

Triand populates student state ID numbers and pushes those numbers back into eSchoolPLUS with nightly connections for actively enrolled students. In order for a state ID number to generate, the following identifiable information must be entered in eSchoolPLUS for a student:

- First Name
- Last Name
- DOB
- SSN
- Guardian Information



State ID numbers that begin with the letter "T" are temporary place holders used until a valid state ID can be populated.

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Twin Field

Triand pulls the "**Twin**" field from eSchoolPLUS to identify sets of twins; however, at times, records for non-related students are combine due to significant matching of identifiable information. To separate, users with state-level permissions can click the "No" to change to "Yes", allowing the records to separate with a nightly connection.



If, following a nightly connection, information remains combined, the development team can manually separate any transcript data.

Completion Status Fields

Core (Act 330)

• In order to comply with Act 330 of 2013 (Electronic transcripts shall include a designation for students who have completed the core curriculum with a minimum grade point average of 2.75 on a 4.0 scale), students should be coded with a Diploma Type of SEAL in eSchoolPLUS. The Diploma Type field can be found by going to Student Center > Demographic > Academic. The designations should be made in the software prior to May 1 of each school year. The SEAL designation will appear on the Triand transcripts under the "Completion Status" section. The Core field will read "Y" if the student has been designated as having met the criteria; the field will read "N" if the designation has not been made.

Digital Learning Complete (Act 1280)

 The Digital Learning Complete field will read "Y" if a digital learning course has been coded correctly in eSchoolPLUS and the student has received credit for that digital learning course.

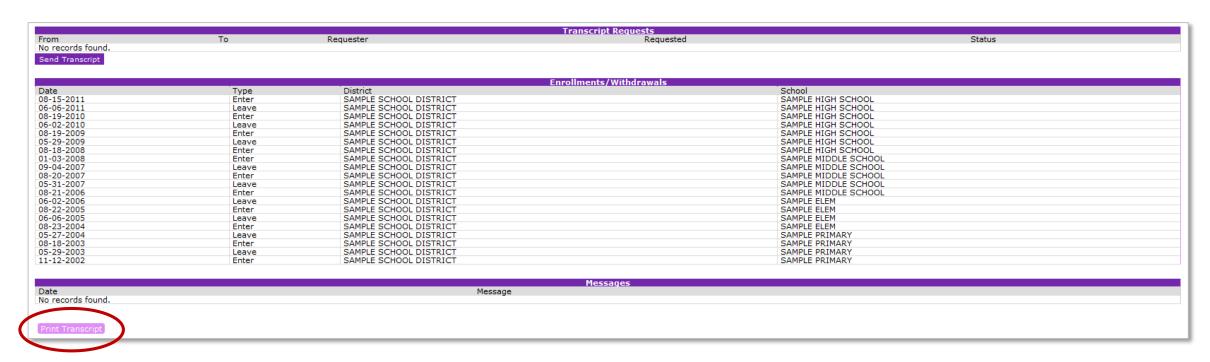
Completion Status





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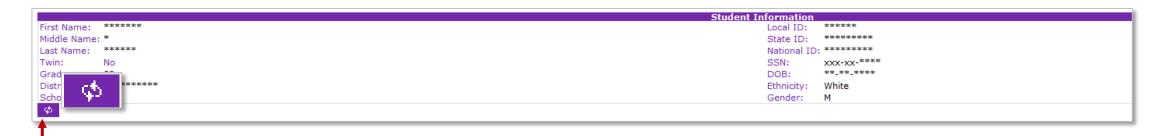
To print the transcript, review the transcript for accuracy, then scroll to the bottom of the page and click the "Print Transcript" button. This will export the record to a printer friendly Adobe PDF file.



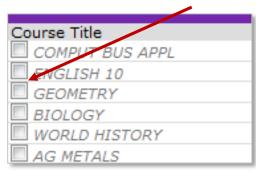


Copying Course History from a Transcript to eSchoolPLUS

Once you have enrolled the student in eSchoolPLUS, click the "Refresh" button below the Student Information section to update the student's location, local ID, DOB, and the name of the student in Triand without having to wait until the nightly connection:



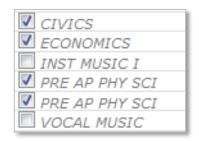
Notice the check boxes to the left of the courses taken a previous district.





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For courses you wish to copy from the transcript to eSchoolPLUS at the current district, click the check boxes:



Next, you will click on the "Copy selected history" button below the course history section.

Copy selected history

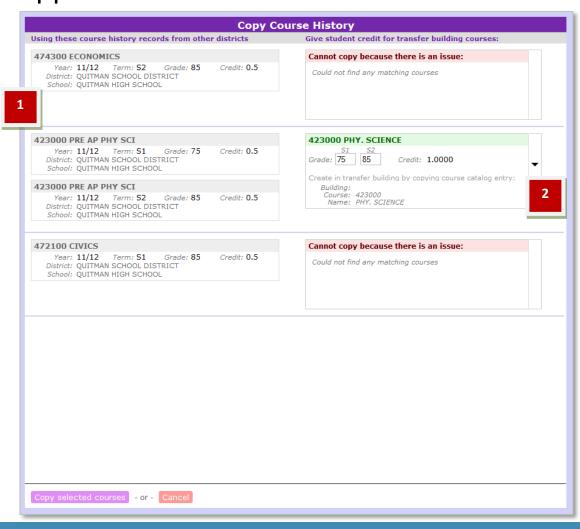
A spinning icon will be displayed as information from the current district is being retrieved:







Once the information is retrieved from eSchoolPLUS, the Copy Course History box will appear:

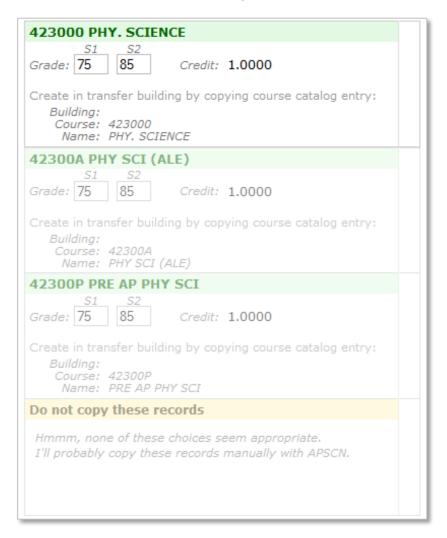


- 1. On the left are the courses that were checked on the transcript to be copied.
- 2. In the second column, you will see all matching unique course names and course codes found in the current district.





Below is an example of what will display if multiple matches are found:



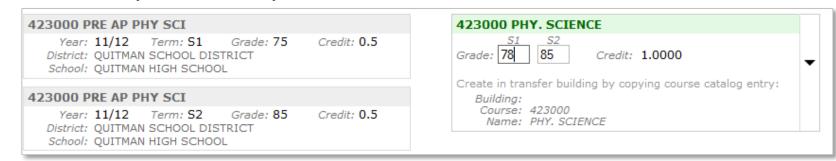
If a matching course cannot be found, you will see a message in red.

Cannot copy because there is an issue:	
Could not find any matching courses	





From the drop-down, you will need to make a selection for the course you wish to use and make any necessary edits:



Once you have selected and/or edited the courses you wish to copy, click the "Copy selected courses" button to copy the courses to APSCN/eSchoolPLUS or "Cancel" if you choose to not copy the courses and/or edits:



If you choose to copy, you will receive a message on the transcript that the course was successfully copied:

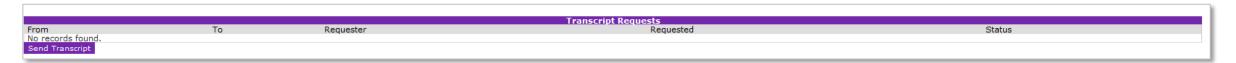


After the courses are copied the student's GPA must be calculated in eSchool. STUDENT CENTER>MARK REPORTING> TRANSCRIPT COURSE SUMMARY>EDIT TRANSFER BUILDING (EDIT BUTTON)>TRANSCRIPT COURSES (BUTTON)> CHECKED THE GPA BOX AND SAVED THE RECORDS



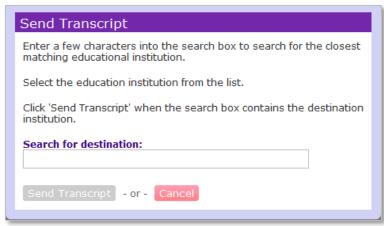
Sending a Transcript to a College or University

First, view the student transcript via the "students" tab. Review the transcript for accuracy, then scroll to the bottom of the page, to the "Transcript Requests" area:



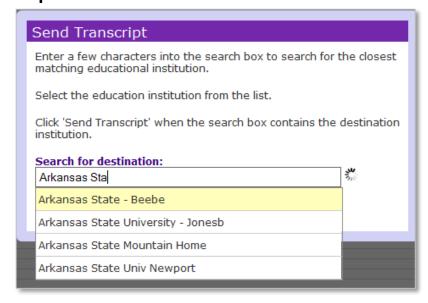
Click the "Send Transcript" button: Send Transcript

The "Send Transcript" window will appear:





Begin typing the name of the college or university, and Triand will populate a list of matching options.

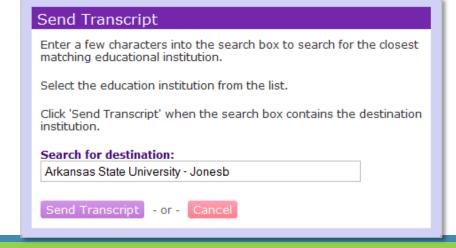


Select the correct college or university by clicking on the name in the list.

You can view a list of all colleges and universities and how they appear in the drop-down from the EDI Server Registrant List from UT/SPEEDE:

http://www.utexas.edu/student/giac/speede
/server/parttbl.rp1

Click "Send Transcript" to complete the transaction.









A record of any transcripts sent will appear in the "Transcript Requests" area and will display the following information:

- 1. The school from which the transcript was sent.
- 2. The college or university where the transcript was sent.
- 3. The Triand user name (email address) of the person who sent the transcript.
- 4. The date the transcript was sent.
- 5. The status of the transcript.

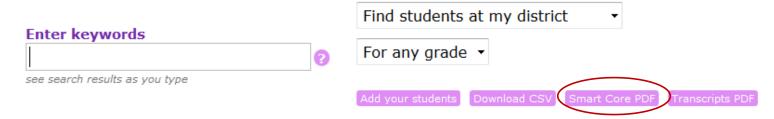


Smart Core Reports for Students

Click on the "students" tab.



Choose the filter that meets your role – teacher, school-level, or district-level – to view a list of your students. Leave the search records box blank if you wish to print a Smart Core letter for each student; search for a specific students by name if you wish to print a letter for an individual student; or key "#enrolled:Y" in the search box to produce a list of only actively enrolled students.



Click the "Smart Core PDF" button to generate an Adobe PDF file. Each letter will be customized with a student's name and personal authorization code to be used.

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Print the PDF file and hand the appropriate letter to your students.

The sample letter below is an example student who attends school at the "Arkansas Department of Education" district.



Smart Core

Viewing your Smart Core Status

Dear ******** *********

Please follow the below steps for viewing your Smart Core Status:

- 1. Go to https://my.triand.com/smartcore
- Enter your authorization code: DgoC-U0UC-AQhc-BAzs
- 3. View your Smart Core status

Your Smart Core status report will show you:

- Completed Courses
- GPA
- ACT Scores

Please meet with your teacher or guidance counselor on your Smart Core statuss

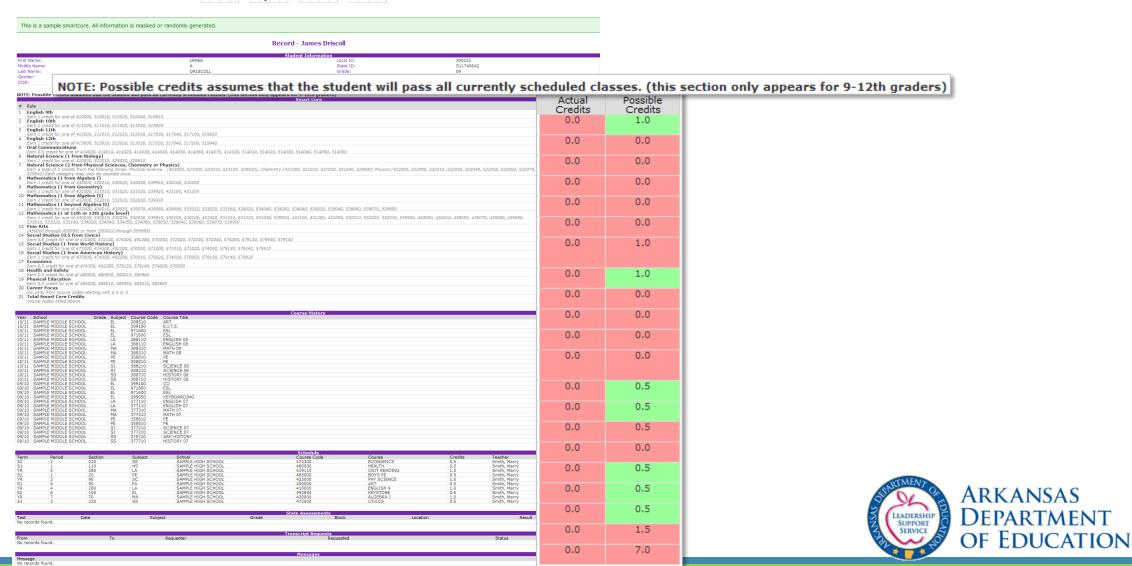
Thank you.

Arkansas Smart Core Team





Students should follow the instructions on the letter to view their individual Smart Core Reports.



Viewing Assessment Data

To view assessment data click "tests" in the Navigation menu.



To view testing reports, change your search options to "Find tests shared by my friends".



All reports will display, but you can filter the results to show reports based on report name, grade, or subject. Results are returned matching your criteria.





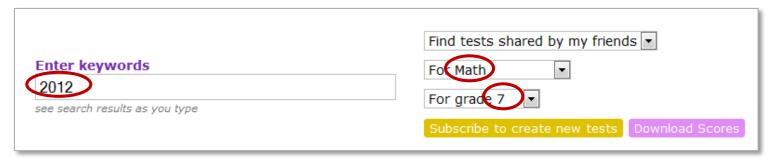
The **Transcript Report** can be found by adjusting your drop down menus to "Find tests shared by my friends", "For any subject", "For any grade", and beginning to key the word "**transcript**" in your search box.



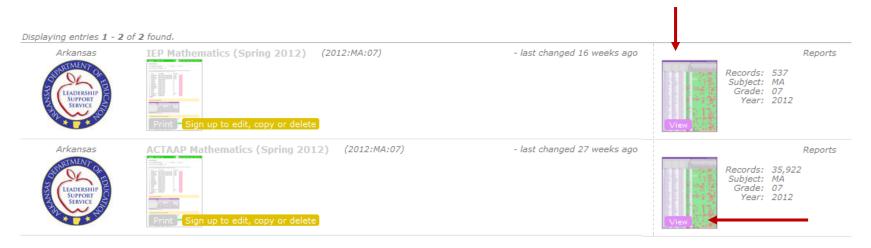


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For example, if you only wanted to view reports for grade 7 Math from 2012, you would enter "2012" in the search box, chose "For Math" as the subject, and "For grade 7" as the subject. Only testing reports from the year 2012, for Math, grade 7 will display:



When the results display, you can view report by clicking the purple "View" button:

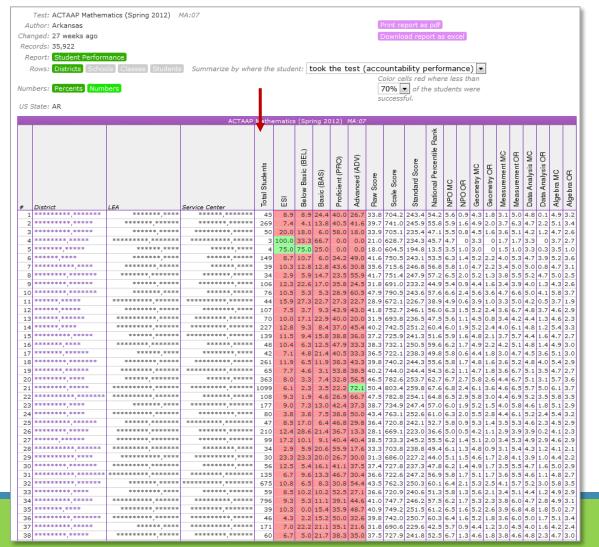






The report will appear with district level data.

Report data can be sorted by clicking on any of the column headings. For example, click "**Total Students**" to sort by total number of students (once for ascending order, twice for descending order).







You can drill down to school, class, and student levels.

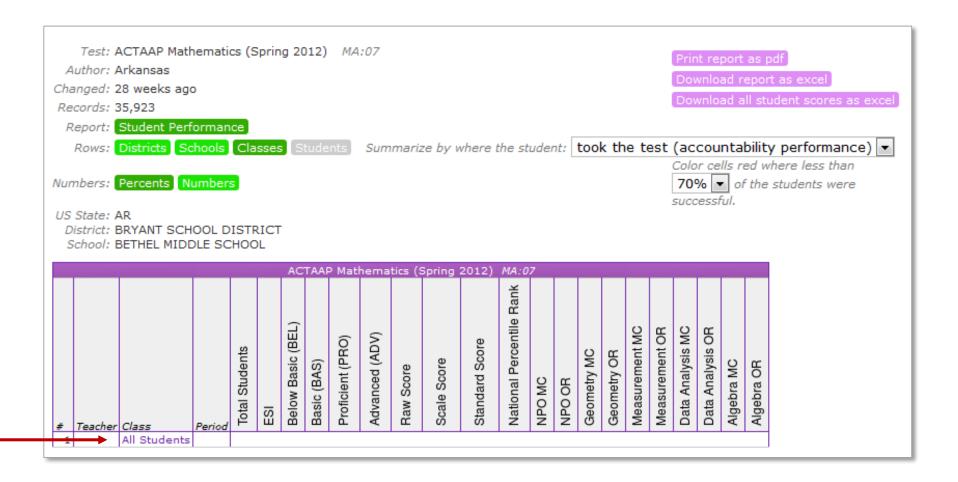
Click the name of your district to drill down to school level. Indicators make it easy to see what level of data you're viewing.



Click the name of your school to continue to drill down to the class level.





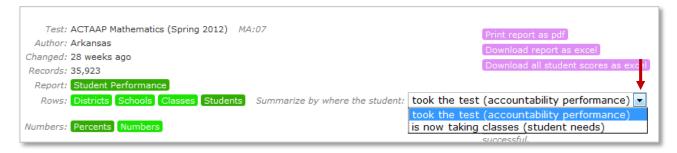


You can continue to drill down to the student level by clicking "All Students".

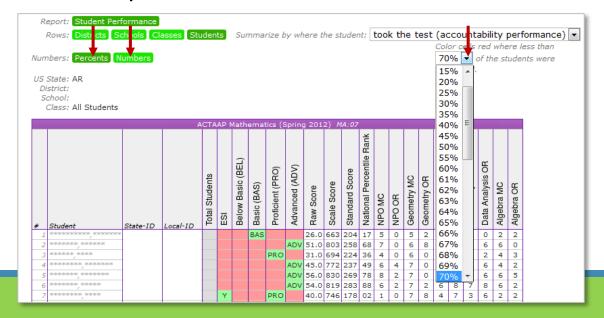


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You can view testing reports for students who took the test at your school or while enrolled in your class ("took the test"), as well as for students who are currently enrolled at your school or currently enrolled in your class ("is now taking classes") by adjusting the drop down filter:



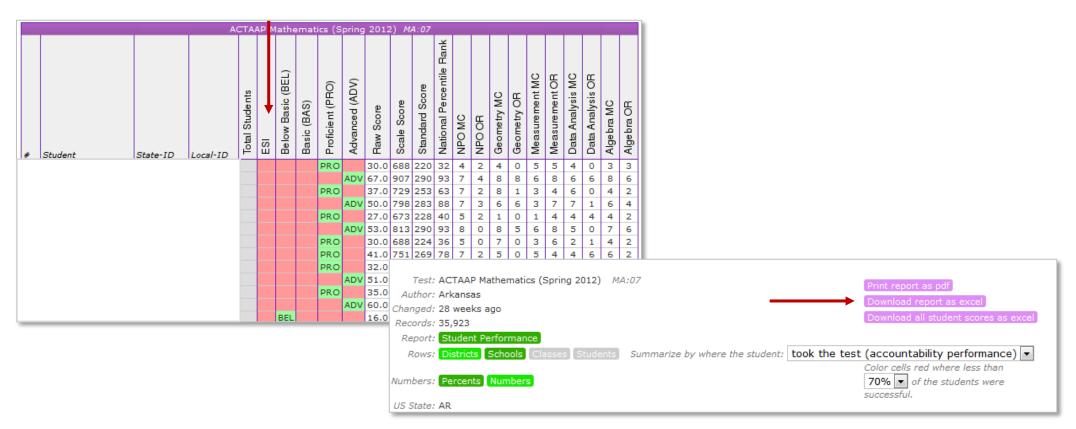
You can view reports by "Percents" or "Numbers" by clicking the appropriate buttons, as well as adjust the color of red cells based on the percent of students who were successful.





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Individual student assessment data displays and can be sorted by clicking the column names. Reports can also be exported to an Excel or PDF format by clicking the appropriate button.







School and District users have the ability to download results for all assessments found by their search by clicking on the "**Download Scores**" button:

Enter keywords 2013 ACT April		For any grade For any grade
see search results as Displaying entries 1 - 10 of 10		Subscribe to create new tests Download Scores
	Download the first twenty found tests fo	took the test at my district took the test at my district are currently attending my district

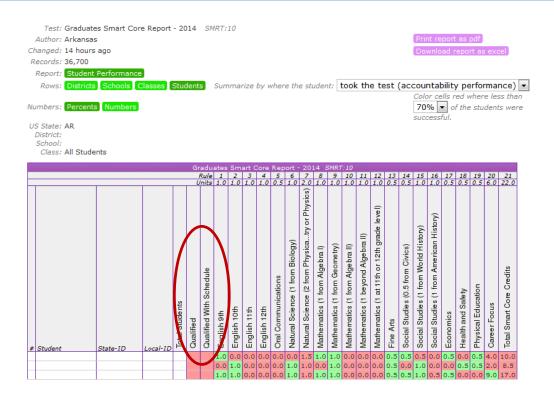
You can download the results for students who took the test at your district/school ("took the test at my district/school"), as well as for students who are currently enrolled at your district/school ("are currently attending my district/school") by adjusting the drop down filter and clicking "Download CSV file".

Additional Reports

GRADUATES SMART CORE REPORTS ~ EARLY WARNING GRADE COMPLETION REPORTS



Graduates Smart Core Reports



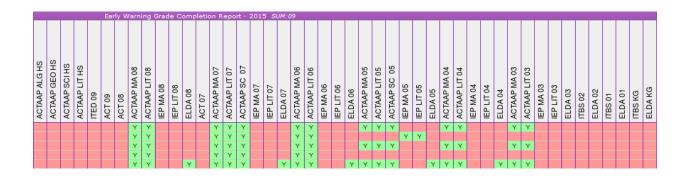
For additional information regarding access this report see the tutorial housed on the ADE Triand Support site located on the ADE Data Center:

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https://adedata.arkansas.gov/triandsupport/TutGraduateCore.aspx.

Early Warning Grade Completion Reports



Grade completion definitions are referenced below the report for grades 9-12.

Grade Completion Definitions			
Name	Definition		
Credit Accumulation	Will the student have accumulated 22 credits if they pass all of their current classes?		
Satisfactory Assessments	Did the student pass all of their last years state accountability tests?		
Disciplinary Actions	Does the student have a clean disciplinary record?		
Attendance	Normalized, unit-less number - not currently used in predicted analysis. We are currently analyzing the empirical data collected to determine if predicted analysis can be fine-tuned based on student's actual attendance records.		
Predicted Grade Completion	Does the student have a medium probability of graduation?		

For additional information regarding access this report see the tutorial housed on the ADE Triand Support site located on the ADE Data Center:

https://adedata.arkansas.gov/triandsupport/TutEarlyWarningReports.aspx.



For questions or assistance:

ADE Triand Support Site:

https://adedata.arkansas.gov/triandsupport/

Email:

sarah.cox@arkansas.gov

Phone:

501.683.5660

